

Entry Officer Checklist—1 of 2

Incident Name:

Date:

Location:

Entry Officer:

Entry Officer: Manage entry procedures for recon, rescue, or mitigation within the area of disaster or emergency event. Supervise entry and backup teams and their support personnel.

1) Obtain situation briefing from the HazMat Team Leader.	
2) Don position identification vest.	
3) Read the entire duty checklist.	
4) Assess situation.	
5) Appoint and brief team members as needed.	
6) Identify existing and potential hazardous situations associated with incident.	
7) Keep all personnel informed of existing and impending hazards.	
8) Ensure use of prescribed protective clothing and equipment.	
9) Establish Hot Zone entry point and controls access.	
10) Supervise preparation of entry team personnel to include physical assessment, suit / PPE donning, safety briefing and equipment checks.	
11) Plan, direct and coordinate entry team activity in the Hot Zone. Plans entry times to assure time for proper decon.	
12) Completes pre-entry checklist and entry information.	
13) Monitors and records "suit / On-Air" times for entry personnel.	
14) Procures and prepares tools and / or equipment needed in the Hot Zone.	
15) Ensures that all safety provisions are in place, that decon is set up and back-up team is prepared before entry is made.	
16) Provide update to HazMat Team Leader	
17) Ensures that all exiting personnel go through decontamination.	
18) Maintain records and reports for documentation.	
19) When ordered, secure operations and replenish supplies.	
20) Provide documentation to HazMat Team Leader.	

FOR COMMENT

Entry Officer Checklist—2 of 2

Incident Name:

Date:

Location:

Entry Officer:

Entry Team Member	Assignment
	Entry Team #1
	Monitor / Aid #1
	Entry Team #2
	Monitor / Aid #2
	Entry Team #3
	Monitor / Aid #3

Equipment Inspection:

Check when completed

1) Team dressed in prescribed clothing.					
2) Personal items secured and tagged. (Wallets, watches, etc.)					
3) Suit Inspection:	Facemask		Boots		Gloves
	Seams and Sticking		Zippers		Valves
4) SCBA Inspection:		Bottle Pressure		Hoses and Straps	
		Relief Valve		Low Air Alarm	
		Donning Switch		Face Piece & Seal	
5) Communications:		Radio Test		Proper channel	
		Emergency Signal		Hand Signals	

Donning Procedures

1) SCBA donned, air on.	
2) Radio Communications connected	
3) Don suit	
4) Seals checked by aids	
5) Final radio check	

Pre-Entry Checklist

1) Communications and hand signals established.	
2) Objective and Action Plan reviewed and understood.	
3) Emergency signal and exit known.	
4) Decon procedures understood.	
5) Decon ready.	
6) Back-up Team ready.	
7) Command informed.	
8) Do final seal check on Entry Team suits.	